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US ARMY INSTALLATION MANAGEMENT COMMAND  
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OCT 20 2017

**MEMORANDUM FOR RECORD**

**SUBJECT:** 392D Army Band AR 220-90 Local Supplement

1. **PURPOSE:** This supplement prescribes policies, procedures, responsibilities, use and support of the 392D Army Band, Fort Lee, VA.

2. **REFERENCES:** Required and related references are listed in appendix A.

3. **EXPLANATION OF ACRONYMS:** Acronyms used in this supplement are explained in the glossary.

4. **GENERAL:** The 392D Band is attached to USAG Fort Lee and is organized for the following missions:

a. Army Bands promote our national interests at home and abroad and enable commanders to shape the environment to accomplish their mission and promote readiness through musical engagement. Army Bands are nested within personnel support role of the sustainment warfighting function.

b. Functions of the 392D include:

(1) Rendering honors and providing musical support to TRADOC, CASCOM, Fort Lee, and Joint Base Langley-Eustis (JBLE) military ceremonies.

(2) Supporting USAREC and local PAOs by conducting public performances And heightening awareness of the military.

(3) Engaging audiences in the Fort Lee and JBLE areas of operations through world class live musical performances.

**5. RESPONSIBILITIES:**

a. Garrison Commander, Fort Lee:

(1) Serves as final conflict resolution authority for the band.

(2) Serves as senior rater for the band commander.

(3) Provides field grade UCMJ authority over the band, including administrative and disciplinary actions.

(4) Serves as promotion authority for enlisted Soldiers in the Band.

b. Director, DPTMS:

- (1) Serves as initial conflict resolution authority for the band.
- (2) Serves as the rater for the band commander.
- (3) Approves and protects block leave periods for the band (para. 6h).
- (4) Provides administrative support as required.

c. Public Affairs Office, Fort Lee

- (1) Provides legal review for all non-military music support requests; if necessary include SJA review.
- (2) Upon approval, forwards music support requests to band operations section for routing.
- (3) If request is denied after legal review, PAO notifies band operations office.

d. Commander, 392D Army Band:

- (1) Serves as Bandmaster.
- (2) Serves as approval authority for scheduling band commitments at all priority levels.
- (3) Is proactive in providing musical support for Soldiers and communities located in the 392D area of support.
- (4) Is responsible for administration, training, logistics, company level non-judicial punishment, and overall operations of the band.
- (5) Serves as principal conductor of the band.
- (6) Serves as subject matter expert on musical and ceremonial matters for units in the 392D area of support, to include selection and requisitioning of music, instruments, musical supplies, and MTOE equipment for the band.
- (7) Develops an annual budget and submits it through CASCOM G8.
- (8) Coordinates command inspections through the USAG Fort Lee.
- (9) Provide company grade UCMJ authority over the band, including administrative and disciplinary actions.

**6. UTILIZATION POLICIES, TRANSPORTATION, and COMMITMENT ROUTING AND APPROVAL AUTHORITY:**

a. Priorities: Beginning FY19, the 392D Band is responsible for music support to Fort Lee, Fort Eustis, and their **surrounding areas of operation**. The band is scheduled as requests are received according to the following priorities:

- (1) Priority I – CG, TRADOC and CG, CASCOM priority events, installation level (O-7 and above) military ceremonies, and bugle support for active duty funerals and memorial ceremonies. Live bugler memorial support is limited to active duty Soldiers and full honors retirees as identified by the Fort Lee/Fort Eustis Casualty Assistance Offices.

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(2) Priority II - Brigade change of command ceremonies and all events requiring participation of General Officers. Battalion changes of command will be supported whenever feasible.

(3) Priority III - On post military graduation ceremonies and Deployment/Redeployment ceremonies.

(4) Priority IV - All other on post events.

(5) Priority V - Off post events, official Army functions.

(6) Priority VI - Off post events, official federal functions.

(7) Priority VII - Off post events, retiree official functions and non-military community relations events.

(8) Priority VIII - Sister service official functions.

b. Support requests for simultaneous date/time periods with a matching support priority will be handled on a first come, first served basis. The band commander may authorize exceptions to this hierarchy on a case-by-case basis, should extenuating circumstances require reprioritization.

**c. Commitment Routing and Approving Authority:**

(1) Priority I - V, VIII: Submit through Band Operations Section NLT 45 days prior to scheduled event. Band commander reviews and approves.

(2) Priority VI - VII: Submit to Fort Lee PAO for legal review NLT 60 days prior to scheduled event. PAO then staffs through Band Operations Section. Band commander approves.

d. **Late requests:** Late request received after the appropriate 45/60 day deadline and which conflict with previously scheduled training events or exercises may be supported at the band commander's discretion (para. 7a).

e. **Capabilities:** The band has the ability to provide a variety of musical ensembles. Requests for which the band is not appropriately staffed or which fall outside the scope of the band's professional duties will not be supported. Events which would portray the 392D Army Band, the U.S. Army, or the United States in a negative or unprofessional light will not be supported.

(1) The band may provide the following musical elements, though staffing shortages may result in reduced capability. Elements are listed according to length of time required to train for a mission, from shortest to longest.

(a) Bugler and/or drummer

(b) Vocalist, ceremonial support

(c) Pianist, background soloist

(d) Combo, jazz

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(e) Brass Quintet or Chamber Woodwind Ensemble, Ceremonial and/or background music

(f) Marching Band (martial music with or without marching)

**NOTE.** Staffing shortages within the band may result in disapproval of *marching* band support, in which case a *non-marching* musical element may be provided. The 392D will not field a marching band of fewer than 20 Soldiers.

(g) Specialized small ensemble, showcased

(h) Rock Band (rock, pop, country), showcased

(i) Concert Band, informal or formal concert

**f. Limitations:**

Due to demand, OPTEMPO, and required training to maximize the band's effectiveness, the following limitations apply:

(1) **Military Ceremonies:** Priority will be given to brigade and higher elements with all soldiers in participation. Battalion level functions with all soldiers may be supported on a case-by-case basis as the band is available.

(a) Change of responsibility ceremonies may be supported at the brigade CSM level and higher. No exceptions to policy will be entertained for lower echelons.

(b) **Retirement Ceremonies:** Individual retirement ceremony support is limited to O-6 and higher. No exceptions to policy will be entertained for lower grades. With sufficient notice, a digital recording can be produced to facilitate rehearsals upon request.

(2) **Rehearsals:** Full band support for ceremony rehearsals reduces support available for additional missions and has a negative impact on band readiness. While the contents of a TRADOC, CASCOM, or Garrison OPORD may task the band for mission support, rehearsals must be coordinated directly with band operations. Availability of band elements for rehearsal purposes will be coordinated IAW (2)(a), (b) and (c) below and at the discretion of the band commander. Units requiring musical selections for ceremonial rehearsals may download digital media from the 392D Army Band website at <http://www.lee.army.mil/392nd/>. The following guidance ensures band performance elements are properly trained and employed for a ceremony:

(a) **Installation level ceremonies (O-7 and above):** Rehearsal support is limited to 90 minutes for the final dress rehearsal with a rehearsal team consisting of the following personnel: Operations NCO, Drum Major, bugler, and bass drummer. The rehearsal team will execute all actions required of the full band. The full band will only be provided for the final dress rehearsal if essential for mission completion at the discretion of the band commander. For indoor ceremonies, a drum roll will be used for posting and/or retiring the colors. No rehearsals are supported for this activity. On-site coordination is adequate.



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(b) Brigade and battalion level organizations: Rehearsal support is limited to 90 minutes for the final dress rehearsal with a rehearsal team. Rehearsal support is subject to availability of the above personnel for tasking due to other commitments outlined in 6a. This element will execute all major ceremonial actions required of the full band.

(c) Units located outside the Fort Lee area: Rehearsal support is subject to availability of band personnel for tasking due to other commitments outlined in 6a. If available, rehearsal support is limited to 90 minutes for the final dress rehearsal with a rehearsal team. This element will execute all actions required of the full band.

(3) **Recorded material practices and rehearsals:** Units requiring musical selections for ceremonial rehearsals may download digital media from the 392D Army Band website at <http://www.lee.army.mil/392nd/>. Direct any questions regarding appropriate selections and ceremonial sequence to the 392D Band Operations section.

**(4) Bugle Support:**

(a) Due to high operational demand, no rehearsals are supported for activities involving buglers. On-site coordination is adequate. The exception to this provision is a command bugle ceremony (see 6f(2)).

(b) Command bugle ceremonies: If commanders determine that a command bugle ceremony is to be used, the bugler sounding the commands will always be located within the band formation on the left flank. Under no circumstances will "Taps", "Reveille", "Retreat", and "To the Color" be performed in rehearsal out of respect for the official capacity and required rendering of honors. Buglers will only perform calls found in TC 1-19.01 *Army Ceremonial Music Performance*, appendix A.

(c) Buglers will remain under the command and control of the Commander, 392D Army Band at all times.

**(5) Honors and the National Anthem:**

(a) It is customary protocol to perform musical honors to general officers and dignitaries in the official party of any ceremony. Only those entitled per table 2-1, AR 600-25 will receive honors.

(b) If the band is present at a ceremony, the National Anthem should be performed by the band to ensure proper respect to the Nation. Requests for special guests to perform the National Anthem should be coordinated through band operations to ensure high standards of performance, respect to the Nation, and good taste are maintained.

(c) The band will never perform the National Anthem during ceremony rehearsals. This preserves the sacred dignity of the Anthem, which will only be performed

in its official capacity during ceremonies. Likewise, the band will not be employed as a "training aid" for troops rehearsing the Army Song or regimental songs before ceremonies.

**g. Social Events:**

(1) Support is limited to official events at the battalion level and higher.

(2) Support will be limited to only the official portion of such events.

(3) No band accompaniment will be provided for skits, etc. unless such performances are the primary basis for the band's mission. Such performances will be considered on a case-by-case basis to ensure professional standards of performance and military conduct are not compromised.

**h. Block Leave Periods:** In order to provide band soldiers the opportunity to use regular leave during the year, two time periods will be blocked off from all missions and training for their use. The winter block leave period will be coordinated with scheduled TRADOC/CASCOM winter holiday dates. The mid-year block leave period will be coordinated with a United States Army Reserve or National Guard Band whenever possible to ensure no interruption of mission support.

**i. Weather Factors:** Table 1 provides general guidance on inclement weather support. Support considerations will include the effect of the band's performance capability, mission, future commitments, and potential equipment damage and personnel injuries. In extreme rain or cold, woodwind instruments may be withdrawn from outdoor performances. Support during inclement weather will be determined by the 392D Band commander, 1SG, or NCOIC of the performing MPT, as appropriate.

WEATHER FACTORS	EXPECTED SUPPORT
Light Rain	Full Support
Heavy Rain	Brass and percussion only
Lighting/Hail in the area	Move to safe location, continue support as weather permits
40 degrees Fahrenheit and above.	Full support
33-39 degrees Fahrenheit	Brass and percussion only
32 degrees Fahrenheit or below	Percussion remains if no threat of cold weather injury

Table 1. Weather conditions and typical support.

**7. SCHEDULING PROCEDURES:** Balancing concurrent missions, musical training, personnel shortages, vehicle availability, travel considerations, and Army training requirements make it inevitable that some requests will not be approved. All requests

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must meet guidelines established in AR 220-90, ch.2; AR 360-1, ch.7; and AR 600-25. The following guidelines will be followed to schedule the band.

a. **Availability:** Request the band by obtaining request forms on the 392D Army Band website at <http://www.lee.army.mil/392nd/> and following the instructions for submission contained therein. Requests for public performances will be screened by USAG Fort Lee PAO. On post or troop support missions will be screened by the Band Operations Section and forwarded to the band commander for approval. Contact the Band Operations Section at (804) 734-4323 to determine availability. Only band command or operations personnel are authorized to release availability information.

**b. Requests for Active duty military:**

(1) Submit requests no later than 45 calendar days prior to the event. Recurring events (i.e. graduations) should be requested on blanket requests quarterly for the FY.

(2) Email requests to: [usarmy.lee.tradoc.mbx.lee-bandops@mail.mil](mailto:usarmy.lee.tradoc.mbx.lee-bandops@mail.mil)

(3) Requestors who submit for support later than 45 days prior to the event will be required to submit a Letter of Lateness (7d.5).

**c. Requests for civilian /non-military organizations:**

(1) Submit requests to Fort Lee's Public Affairs Office no later than 60 calendar days prior to the event. Requests submitted later than 60 days prior to the event may be subject to disapproval. Requests are fulfilled on a first-come, first-served basis.

(2) Email requests to: [ArmyFortLee.PAO@mail.mil](mailto:ArmyFortLee.PAO@mail.mil)

**d. Request Processing:**

(1) **Confirmation:** Upon receipt of request, the Band Operations Section will confirm receipt and contact the requesting unit or civilian organization to collect additional information if necessary.

**(2) Authorization:**

(a) All requests will be screened against established criteria for support (see ch.7, *Scheduling Procedures*).

(b) Requests that may violate criteria for support will be forwarded to the Fort Lee PAO and/or Staff Judge Advocate for legal review.

(c) Appropriate staffing and the band commander will determine approval or disapproval. Conflicting requests will proceed to Director, DPTMS or Garrison Commander, Fort Lee for resolution, as appropriate.



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(3) **Notification of musical support:** Requestors will be notified of approval or disapproval when the appropriate authority has made a final decision.

(a) After confirmation notification has been transmitted from the band to the requestor, any changes to dates, timelines, or mission requirements must be coordinated with Band Operations Section IMMEDIATELY. Though reasonable efforts to accommodate changes will be made, major adjustments to established plans which result in scheduling conflicts will likely result in a cancellation of support.

(b) Uniform for missions will be determined by the band commander in coordination with the requesting authority.

(4) **Conflicting Requests:** The band commander is the approval authority for mission requests and will make every effort to resolve conflicting requests. After the band commander, the Director, DPTMS is the initial resolution authority for conflicting support requests. The Fort Lee Garrison Commander is the final approval authority for all conflicting requests.

(5) **Late Requests for Support:** Requests for band support submitted within 45 days of event date must be accompanied by a letter of lateness justifying support consideration. It must be signed by the first O-6 (COL) in the requesting organization and addressed to the Fort Lee Garrison Commander and routed to the 392D Army Band Operations Section and commander. Late requests with the required signatures will still be subject to the commitment priorities set in 6a and may be routed to the Garrison Commander for final approval. Late requests without the required signatures will be handled on a case-by-case basis, though commitment approval is unlikely.

**8. TRANSPORTATION AND OPERATING COSTS:** Due to resource constraints, missions outside of the Fort Lee/JBLE area of operations *may* require that the requestor provide transportation, lodging, and meals in order to secure approval for the band's mission.

a. When full band or large performance ensembles are requested, two vehicles are required at a minimum (usually a bus and a large equipment truck or carryall van). This is to allow for adequate safety of personnel and equipment during transportation. At no time will band personnel be required to travel with cased equipment in the seated area of vehicles.

b. All vehicles used to transport band personnel and equipment must have properly working locks and the ability to be fully secured from possible theft.

c. In the event of inadequate changing facilities or time to move to such prior to performance, final uniform decisions are up to the discretion of the band commander.



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d. Normal Scheduled Meal Times: When rehearsals or performances interfere with normal scheduled meal times, consideration by the person or organization requesting musical support will be given for performing Soldiers to allow adequate time, access, and availability of suitable meals.

e. Local missions will be supported by use of the band's non-tactical vehicles (bus or 15 passenger van) when available.

9. **POTENTIAL MUSICIANS:** Soldiers wishing to reclassify as an Army musician should contact:

1ST RECRUITING BRIGADE  
4550 PARADE FIELD LN, STE 5380  
ATTN: BAND LIAISON  
FORT MEADE, MD 20755  
COM: (301) 677-2985  
FAX: (301) 677-2548

10. POC for this memorandum is the Band Operations Section at (804) 734-4323.



ADAM W. BUTLER  
COL, FI  
Commanding

## REFERENCES

### Section I. Required References

- a. AR 220-90 Army Music
- b. TC 1-19.01 Army Ceremonial Music Performance

### Section II

#### Related References

- a. AR 360-1 The Army Public Affairs Program
- b. FM 12-6 Personnel Doctrine
- c. FM 3-21.5 Drill and Ceremonies
- d. AR 600-25 Salutes, Honors, and Visits of Courtesy
- e. AR 58-1 Management, Acquisition and Administrative Use of Motor Vehicles

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## Glossary

AR	Army regulation
BN	Battalion
DPTMS	Directorate of Plans, Training, Mobilization, and Security
FM	Field manual
FY	Fiscal year
IAW	In accordance with
MOS	Military occupational specialty
MTOE	Modification table of organization and equipment
NCO	Noncommissioned officer
OPORD	Operations Order
PAO	Public affairs office
USAG	US Army Garrison